

Welcome to **DELPROS:** **DE**LAWARE **P**ROFESSIONAL **R**EGULATION **O**NLINE **S**ERVICES!

This instructional guide will provide you with instructions on the Delegate Payment process as a Delegated Payer.

DELPROS allows an applicant to submit a request to a designated payee to pay for an online application or renewal application.

The screenshot displays the Delaware.gov website header with navigation links for Agencies, News, Topics, and Contact. Below the header is a blue banner for the Division of Professional Regulation, Department of State, featuring the state seal and the mission statement: "Our Mission is to credential qualified professionals to ensure the protection of the public's health, safety, and welfare." Below the banner is a central logo for the Division of Professional Regulation with the tagline "ENFORCING PROFESSIONAL STANDARDS". At the bottom, there are three service tiles, each with an information icon (i) in a blue circle:

- Search & Verify License**
Look up public information on professional licenses and applicants.
[GO](#)
- Apply/Manage a License and Service Requests**
File a new license application, manage existing licenses, request license services or initiate service requests.
[GO](#)
- File a Complaint**
File a complaint against a Delaware person or business.
[GO](#)

After an application is submitted, the applicant is able to delegate a payer to pay for the application by clicking on the **DELEGATE** button.

Once the delegate button is selected, it is the applicant's responsibility to ensure that the payment is accepted and paid by the delegate.

Nicole Tester's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.

If you want to return to your application, simply click on the DASHBOARD link located at the top of the page.

To continue paying, select **Proceed to Payment Gateway** button.

To select a third party as a Delegate to pay a fee on your behalf, click the **Delegate** button.

ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-20_10-27-34

Items Checkout Confirmation

Select Payment Method: Credit/Debit Card

Amount: \$72.00

Back Delegate Proceed to Payment Gateway

The applicant enters the **Third Party Payer** Name and Email then clicks SUBMIT.

The applicant will be asked to confirm. After confirmation, the Delegated Payer will receive an email notice that he or she has been selected to pay the application fee.

Select Payment Method:	<input type="text" value="Credit/Debit Card"/>
Amount:	<input type="text" value="\$72.00"/>
<div><input type="button" value="Back"/> <input type="button" value="Delegate"/> <input type="button" value="Proceed to Payment Gateway"/></div>	

Delegate Status

Enter the name and email address of the Third Party payer. An email will be sent to the requested payer stating you have delegated them as a third party to pay the selected fee(s). The third party payer must accept the fee(s) to pay on your behalf. After acceptance of the fee(s) by the third party, the fee will no longer show in your Cart and the Delegate "status" will be updated to Delegate Fee.

If the fee remains unpaid, you can resend the email to the delegated third party or you can opt to pay the fee yourself.

Third Party Name:	<input type="text"/>
Email:	<input type="text"/>
<input type="button" value="Submit"/>	

After delegating the fee, the applicant's **Cart** page will show the Delegate Status as "Fee Delegation Pending"

Applicant is responsible to ensure the payment is made. If the delegated payer has not paid the applicant can contact designee to reassign payment back to him or herself.

Nicole Tester's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.

If you want to return to your application, simply click on the DASHBOARD link located at the top of the page.

To continue paying, select the appropriate fees or fines you wish to pay by marking the checkbox located next to the fee, and then press the CONTINUE button.

ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-20_10-27-34

Items Checkout Confirmation

Fees

Type	Licensee Name	Amount	Amount Outstanding	Fee Type	Delegate Status
<input type="checkbox"/> ACGME Training	Nicole Tester	\$72.00	\$72.00	New Application	Fee Delegation Pending

CONTINUE

Delegated Payer will receive an email notice that he or she has been selected to pay an application fee



Delegated Payers will need to create an account, if they have not already done so. Once the account is created, the payer will navigate back to this email to pay the fee.

Dear Donna Ellis,

You have been designated as the third party payer by Fresh Prince in the amount of \$69 for payment of Apprentice Electrician New Application fee on APP-000006304. In order to accept this request and pay, you must be a registered user in DELPROS. If you need to register, click [Here](#).

Click [HERE](#) to register in DELPROS.


To accept the fee and make the payment, click [Pay Delegate Fee](#).

Click [HERE](#) to navigate back to pay the fee after registering.

Sincerely,

DIVISION OF PROFESSIONAL REGULATION

To become a registered user as a Delegated Payer, click on **GO** from the **Apply/Manage a License and Service Requests**



**Apply/Manage a License
and Service Requests**

File a new license application, manage
existing licenses, request license
services or initiate service requests.

GO

Click **I DON'T HAVE A LICENSE** if you if you do not currently have or previously held a Delaware license or have never registered in DELPROS.

Click **I HAVE A LICENSE** if you currently hold or held a license in Delaware or have already registered in DELPROS

New Users

Create a New Account

Register here for a new DELPROS account.

If you currently have a license or previously applied for a license or certificate in Delaware and do not have a login through this portal, please select "I have a License".

If you currently do not have a license or have not previously applied for a license or certificate in Delaware, please select "I don't have a License".

If you have previously submitted a Service Request using a DELPROS account, login as an Existing User.

If you do not have a DELPROS account and wish to submit a Service Request, please select "I don't have a License" to create a DELPROS account.

I HAVE A LICENSE

I DON'T HAVE A LICENSE

Existing Registered Users, after you click on **I HAVE A LICENSE**, you will need to enter your **Security Code**.

User Registration

Register here for a new DELPROS user account associated with your existing Delaware professional license(s). All fields marked with an (*) are required.

In the "First Name" and "Last Name" fields, you must enter each name as it appears on your current professional license.

If you do not have the required security code, click the **OBTAIN SECURITY CODE** button. You will be required to enter your exact email address that is on file for your current professional license.

* First Name	* Last Name
* Security Code	OBTAIN SECURITY CODE
* Date of Birth	
* Email	
* Password	* Confirm Password

Password must contain:

- ☐ More than 10 Characters
- ☐ 1 Uppercase Letter
- ☐ 1 Lowercase Letter
- ☐ 1 Number
- ☐ 1 Special Character (e.g. \$%^&@)

Password must not contain:

- ☐ User's First and/or Last Name

Legal Information: Delaware public records law requires state agencies, boards, and commissions to disclose most documents and records, including electronic records. Therefore, information submitted through this web site may be subject to disclosure pursuant to a public records request unless the information is made confidential or otherwise exempted from disclosure pursuant to state or federal law. Please be aware that for public records, Delaware law requires us to disclose the records despite your requests to keep information confidential.

SUBMIT

This is your current "Registration code" used for the previous MyLicense services.

New Users, after you click on **I DON'T HAVE A LICENSE** you will need to enter all required information (marked with an *)

User Registration

Register here for a new DELPROS user account.

Enter all required information and ensure that you provide your social security number (SSN), if you have a SSN. If you do not have a SSN, when you begin a new application you are required to check the box that states "I do not have a social security number."

You can manage and change your email address and phone information from the Manage Profile option on your Dashboard.

* First Name	Middle Name
* Last Name	
Social Security Number	<input type="checkbox"/> I don't have a Social Security Number
* Date of Birth	
* Email	* Confirm Email
* Password	* Confirm Password

Password must contain:

- ☐ More than 10 Characters
- ☐ 1 Uppercase Letter
- ☐ 1 Lowercase Letter
- ☐ 1 Number
- ☐ 1 Special Character (e.g. \$%^&@!)

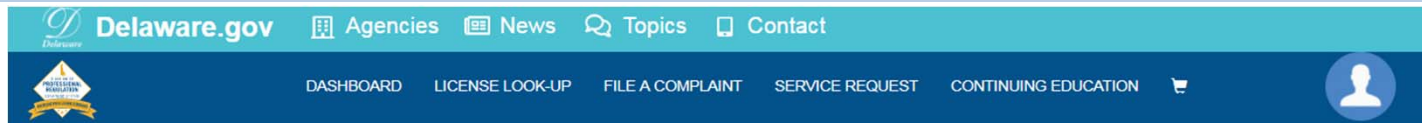
Password must not contain:

- ☐ User's First and/or Last Name

Legal Information: Delaware public records law requires state agencies, boards, and commissions to disclose most documents and records, including electronic records. Therefore, information submitted through this web site may be subject to disclosure pursuant to a public records request unless the information is made confidential or otherwise exempted from disclosure pursuant to state or federal law. Please be aware that for public records, Delaware law requires us to disclose the records despite your requests to keep information confidential.

SUBMIT

After registration, the delegated payer will be logged into his or her own **DELPROS Dashboard**.



Welcome to your DELPROS Dashboard

Use the Links above (License Lookup, File a Complaint, Service Request, and Continuing Education) to navigate to additional features of DELPROS. See below to Apply for a New License or view your License(s) and/or Applications.

Are you applying for a new facility license? First, create your professional business account in DELPROS by clicking here before applying.

[+ APPLY FOR A NEW LICENSE](#)

New License Applications

To edit or withdraw an application, please click on the Options button.

SORT BY ▼

The license application process is very simple. Instructions for each stage of the license application will explain what information is necessary to move forward to the next stage of the application process. The status indicators at the top of each page of the license application will indicate what stage you are currently in for the process. Once you have completed the license application and submitted it, the appropriate Board will review your license application.


IMPORTANT!

After registering you must click the Pay Delegate Fee link in the Delegation email received.

[Pay Delegate Fee.](#)

Click HERE to navigate back to pay the fee after registering.

After the assigned payer has registered or logged into DELPROS, the **Cart** page will display the following:



The screenshot shows the top navigation bar with the logo and links: DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, CONTINUING EDUCATION, and a shopping cart icon with '0'. The page title is 'Fee Delegation Page'. Below the title, a message states: 'Please click on the appropriate button to accept or decline the fee delegation request from Broker Person.' The details listed are: Number : APP-000006446, License Type : Broker, Fee Type : New Application, and Fee Amount : 214.0. A paragraph explains that if no options are visible, the request is already accepted or the fee is paid. At the bottom, there are two buttons: 'ACCEPT' and 'REJECT'.

Fee Delegation Page

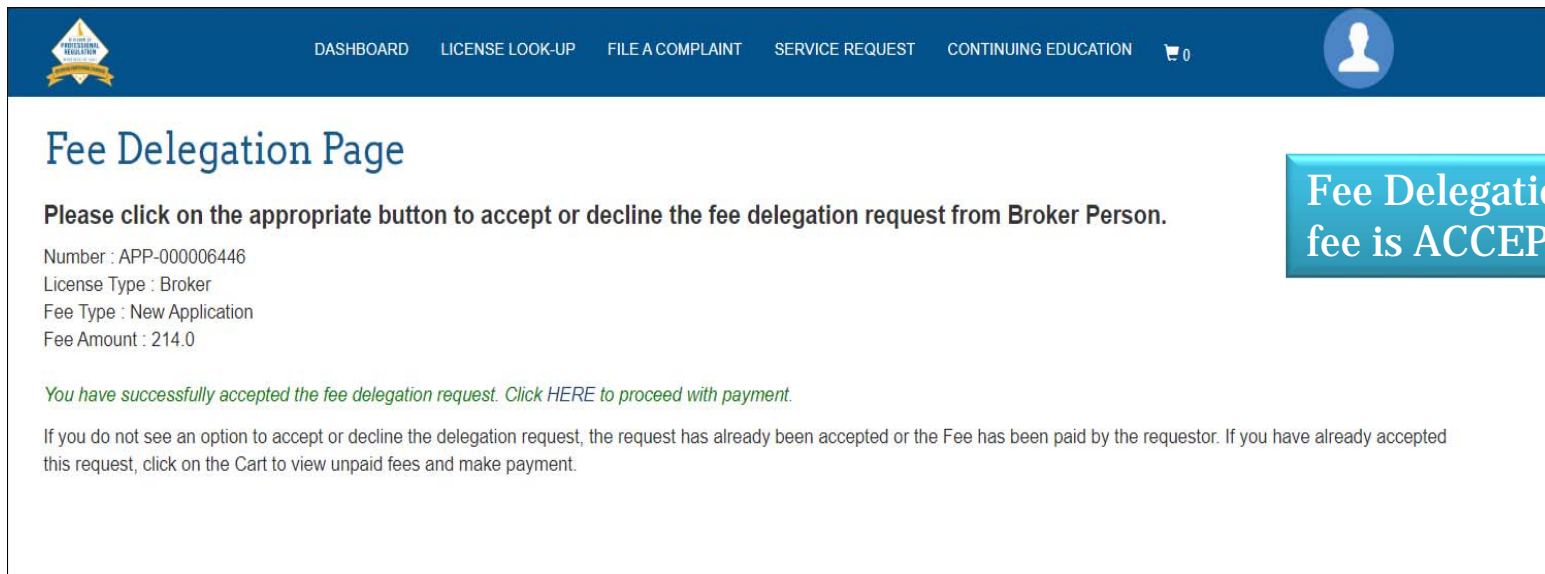
Please click on the appropriate button to accept or decline the fee delegation request from Broker Person.

Number : APP-000006446
License Type : Broker
Fee Type : New Application
Fee Amount : 214.0

If you do not see an option to accept or decline the delegation request, the request has already been accepted or the Fee has been paid by the requestor. If you have already accepted this request, click on the Cart to view unpaid fees and make payment.

ACCEPT **REJECT**

Fee Delegation Page: To
ACCEPT or DECLINE the Fee.



This screenshot is identical to the previous one, but with an additional green message: 'You have successfully accepted the fee delegation request. Click HERE to proceed with payment.' The 'ACCEPT' and 'REJECT' buttons remain at the bottom.

Fee Delegation Page

Please click on the appropriate button to accept or decline the fee delegation request from Broker Person.

Number : APP-000006446
License Type : Broker
Fee Type : New Application
Fee Amount : 214.0

You have successfully accepted the fee delegation request. Click [HERE](#) to proceed with payment.

If you do not see an option to accept or decline the delegation request, the request has already been accepted or the Fee has been paid by the requestor. If you have already accepted this request, click on the Cart to view unpaid fees and make payment.

Fee Delegation Page: After
fee is ACCEPTED.

After acceptance of the delegated fee(s), the payer's **Cart** page will show all of the delegated fees to be paid.

Note: Payment is made online by Credit/Debit Card only.

John Doctor1's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.

If you want to return to your application, simply click on the DASHBOARD link located at the top of the page.

To continue paying, select the appropriate fees or fines you wish to pay by marking the checkbox located next to the fee, and then press the CONTINUE button.

ALL PAYMENTS ARE NON-REFUNDABLE.

The delegate payer can select the fees he or she wants to pay for. The delegated fees can be paid at once or at different times.

Cart #X-2019-08-20_09-59-08

Items Checkout Confirmation

Fees

Type	Licensee Name	Fee Type	Amount	Amount Outstanding	Delegate Status
<input type="checkbox"/> Physician Assistant	John Doctor1	New Application	\$203.00	\$203.00	
<input type="checkbox"/> ACGME Training	John Doctor2	New Application	\$72.00	\$72.00	Delegated Fee
<input type="checkbox"/> ACGME Training	John Smith	New Application	\$72.00	\$72.00	Delegated Fee

CONTINUE

Once the payer has accepted the delegated fee the applicant will receive an email notification.

If the payment is not paid, the application will remain in a “Pending Payment” status.



STATE OF DELAWARE

Dear Homes For You

Your **delegation request** for Broker New Application fee on APP-000003351 was accepted by Steve McGee on 4/14/2020.

The **Delegated Fee** has been accepted and moved to the **Delegate's Cart** for payment. If the fee is not paid you will need to contact the **Delegate** directly or **request** that they **delegate** the fee back to you.

Sincerely,

DIVISION OF PROFESSIONAL REGULATION